

Residential Relocation Assistance Program



**Washington State
Department of Transportation**
Real Estate Services Office

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Americans with Disabilities Act (ADA) Information

If you would like copies of this document in an alternative format — large print, Braille, cassette tape, or on computer disk, please call the Office of Equal Opportunity at 360-705-7097. Persons who are deaf or hard of hearing may access the Washington State Telecommunications Relay Service at 7-1-1.

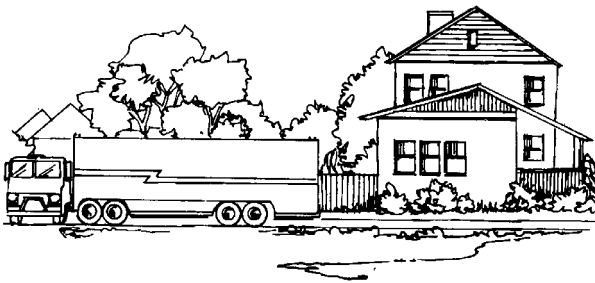
Introduction

The Relocation Assistance Program is designed to establish a uniform policy to help minimize any hardships you may experience as a result of your move.

This booklet is designed to answer some of your questions about your relocation entitlement. Specific information about relocation assistance is contained in the law. While every effort has been made to assure the accuracy of this booklet, it does not have the force and effect of the law. Should any difference or error occur, the law will take precedence. The law is contained in Chapter 8.26 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) 468-100.

Your concerns are important to us. We will do everything we can to minimize any disruptions and other impacts of the project. Thank you for taking the time to read this booklet. We appreciate your understanding and cooperation.

State law provides for certain relocation payments and advisory assistance for displaced persons. These relocation entitlements are discussed in the following pages.



Relocation Advisory Services

If you are displaced by a public works program of the state, you will be offered relocation assistance services for the purpose of locating a suitable replacement property. It is our goal and desire to be of service to you, and assist in any reasonable way to help you successfully relocate.

Residential Assistance

An agent will contact you personally to explain relocation services and payments that apply to you. During the first interview, your housing needs and desires will be assessed as well as your need for assistance. You cannot be required to move unless at least one comparable dwelling is made available to you and you have been given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. In most cases, the Washington State Department of Transportation (WSDOT) will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance." If occupancy of the property beyond the date the state acquires possession is allowed, you will be required to sign a rental agreement and pay rent.

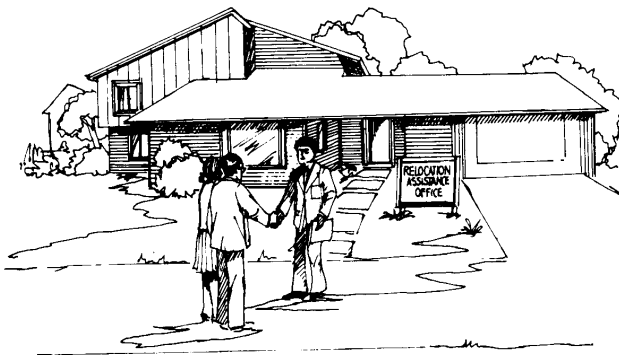
If you desire, the relocation agent will give you current listings of other available replacement housing and provide transportation to look at housing.



In Addition to Personal Contacts

Relocation offices are open during convenient hours, including evening hours when necessary. The personnel employed in the relocation office will assist you. Offices have access to or can refer you to the appropriate person/agency for a variety of information concerning:

- Listings of Available Replacement Properties
- Local Housing Ordinances
- Building Codes
- Social Services
- Security Deposits
- Interest Rates and Terms
- VA and FHA Loan Requirements
- Real Property Taxes
- Consumer Education Literature on Housing



Social Services Provided by Other Agencies

Your relocation agent will be familiar with the services provided by other public and private agencies in your community. If you have special needs, the agent will make every effort to secure the services of those agencies with trained personnel who have the expertise to help you. You should talk to your relocation agent about your desires for these kinds of services.



Relocation Advisory Check List

This check list is a summary of the relocation advisory assistance you will receive if you are displaced.

The relocation agent will personally interview you to:

- Determine any special needs and requirements
- Explain relocation process and entitlements
- Offer relocation advisory assistance
- Offer transportation if necessary
- Assure the availability of a comparable property in advance of displacement
- Provide referral to comparable properties
- Provide the amount of maximum replacement housing entitlement in writing 90 days or more before the required vacate date
- Inspect replacement houses for decent, safe, and sanitary (DSS) acceptability (required)
- Supply information about other federal, state, and local programs offering assistance to displaced persons
- Provide counseling to minimize hardship

Moving Payments

As a displaced person, you are entitled to reimbursement of your moving costs and certain related expenses incurred in moving. The methods of moving and the various types of moving cost payments are explained below.

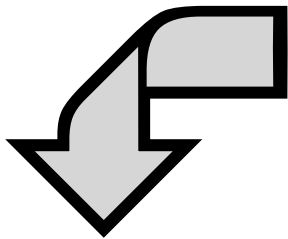
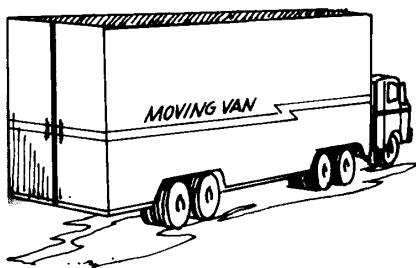
Move options are based on one or a combination of the following:

- Commercial Move
- Self Move
 - fixed residential move cost schedule
 - actual cost moved (based on documentation)

Please do not move before you have discussed your moving plans with your relocation agent and have a signed “Moving Expense Agreement.” You can jeopardize your right to receive relocation assistance entitlements unless you advise WSDOT in advance of moving.

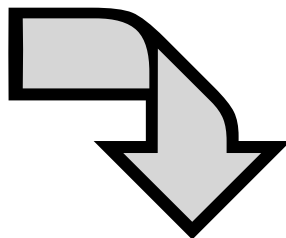


You Can Choose Either or a Combination:



Commercial Move Includes:

- Packing and Unpacking
- Transportation
- Moving Insurance
- Other Related Costs



Self Move Schedule Payment

Based on how many rooms are in the displaced dwelling and whether they are furnished or not.

or

Self Move Actual Cost

Supported by documentation, i.e., receipts, invoices, etc.

Commercial Move

You may be paid for your actual reasonable moving costs and related expenses when the move is performed by a commercial mover approved by WSDOT.

Reimbursement will be limited to a 50-mile distance in most cases. Related expenses include:

- Disconnecting and reconnecting household appliances.
- Reconnect fees for utilities at the replacement site (i.e., phone, cable, power).
- Temporary storage if necessary and pre-approved for up to 12 months and must be requested in writing.
- Insurance while property is in transit.

Self Move Schedule Payment

You may choose to be paid on the basis of a fixed moving cost schedule. The amount of the payment is determined by the schedule shown on the following page. If you choose this option, you will not be eligible for reimbursement of related expenses listed above. The moving cost schedule is designed to cover such expenses.

Self Move Actual Cost

An actual cost move is supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover. Equipment rental fees should be based on actual cost of renting the equipment but not to exceed the cost paid by a commercial mover.

Fixed Moving Cost Schedule Payment

You may elect to receive payment for moving costs based on the following schedule. The number of eligible rooms is determined by the relocation agent.

Fixed Cost Moving Schedule*

For relocating personal property located in a dwelling:

Number of Eligible Rooms	Payment to Occupants Who Own Furnishings
1	\$600
2	\$800
3	\$1,000
4	\$1,200
5	\$1,400
6	\$1,600
7	\$1,800
8	\$2,000

Plus \$200 for each additional room.

Payment to move contents of a furnished dwelling is \$300 plus \$50 for each additional room.

**Includes \$400 dislocation allowance for utility hookups and other miscellaneous moving expenses.*

Note: *The expense and dislocation allowance to a person with minimal personal possessions occupying a dormitory style room shared by two or more unrelated persons is limited to \$100.*

Note: *The figures on this page were updated June 2005.*

Manufactured Housing Moves

If your manufactured home is personal property and must be moved, you will be eligible for the cost of moving the manufactured home, including disassembling, moving, reassembling, anchoring the unit, and utility “hook-up” charges.

Porches, decks, skirting, and awnings that are not purchased will also be moved and reassembled. Reasonable expenses will be paid for packing and securing of personal property located in the home using the move options described on page 6.

Your relocation agent will secure the necessary moving estimates to relocate your home. Please do not move before you have discussed your move plans with your relocation agent and have signed a written Moving Expense Agreement with WSDOT.



Replacement Housing Payments

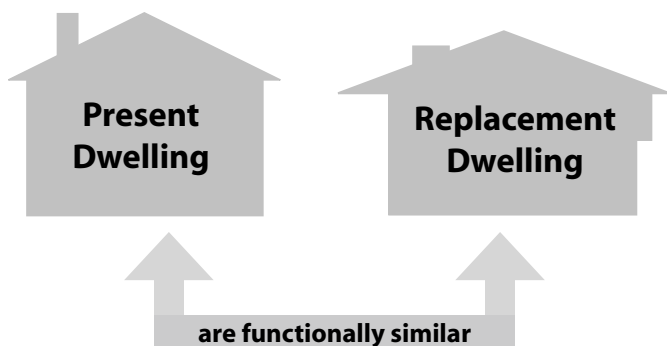
If you are a displaced person, you will be given a written notice of the maximum relocation payment that will apply to your situation. The notice will be provided at least 90 days before the date by which you may be required to move.

You cannot be required to move unless at least one “comparable replacement dwelling” is made available.

Replacement Housing Payments can be better understood if you become familiar with the definition of the following terms.

***Comparable
Decent, Safe, and Sanitary***

A “Comparable Replacement” means that your ...



A comparable replacement dwelling must be “decent, safe, and sanitary,” and should be functionally similar to your present dwelling. While not necessarily identical to your present dwelling, the replacement should have certain attributes.

- Similar number of rooms and living space.
- Located in an area not subject to adverse environmental conditions.
- Generally not located in an area less desirable than your present location with respect to public utilities and commercial and public facilities.
- Currently available to you.
- Land area that is typical in size for similar dwellings located in the same or similar neighborhood or rural area.
- Within the financial means of the displaced person.

Decent, Safe, and Sanitary (DSS)

Replacement housing must be decent, safe, and sanitary . . . which means it meets all of the minimum requirements established by federal and state regulations and conforms to applicable housing and occupancy codes. The dwelling shall:

- Be structurally sound, weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and other devices.

- Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees).
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced person(s). The number of persons occupying each habitable room used for sleeping purposes should not exceed that permitted by local housing codes.
- Contain a well-lighted and ventilated bathroom providing privacy to the user and containing a sink, bathtub or shower stall, and toilet, all in good working order and properly connected to appropriate sources of water and sewage drainage system.
- Contain a kitchen area, with a fully usable sink properly connected to potable hot and cold water and to a sewage drainage system; with adequate space and utility connections for stove and refrigerator.
- Contain unobstructed egress to safe open space at ground level.
- For displaced persons with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling.

The Washington State Department of Transportation



keeps people and business moving by operating and improving the state transportation systems vital to our taxpayers and communities.

Replacement Housing Payments

Replacement housing payments are separated into three basic types:

- **Price Differential** for owner occupants of 180 days or more.
- **Rent Supplement** for owner occupants and tenants of 90 days or more.
- **Down Payment Assistance** for owner occupants of 90 to 179 days and tenants of 90 days or more.

The type of payment depends on whether you are an owner or a tenant, and how long you have lived in the property being acquired prior to negotiations.

Replacement Housing Payments for Owner Occupants of 180 Days or More

If you are an owner and have occupied your home continuously for 180+ days prior to the offer to purchase your property (180-day owner), you may be eligible to receive a price differential payment for the cost necessary to purchase a comparable replacement dwelling. WSDOT will compute the maximum payment you are eligible to receive.

Price Differential

The price differential payment is the amount by which the cost of a replacement dwelling exceeds the acquisition cost of the displacement dwelling. The price differential payment and the following payments are in addition to the acquisition price paid for your property.

- **Increased Mortgage Interest Costs** — You may be reimbursed for increased mortgage interest costs if the interest rate on your new mortgage exceeds that of your present mortgage. Your displacement dwelling must have been encumbered by a bona fide mortgage which was a valid lien for at least 180 days prior to the initiation of negotiations.
- **Incidental Purchase Expenses** — You may also be reimbursed for other expenses such as reasonable costs incurred for home inspection, title search, recording fees, and certain other closing costs normally paid by a purchaser, but not including prepaid expenses such as real estate taxes and property insurance. Your relocation agent can provide a list of those reimbursable items upon request.

Rent Supplement

If you decide not to purchase a replacement dwelling and elect to rent instead, you may be eligible for a rent supplement payment. Your relocation agent can discuss this with you if you are interested in this option.

In order to become eligible for a replacement housing payment, you must purchase and occupy a DSS replacement dwelling within one year and make your claim for your replacement housing payment within 18 months.

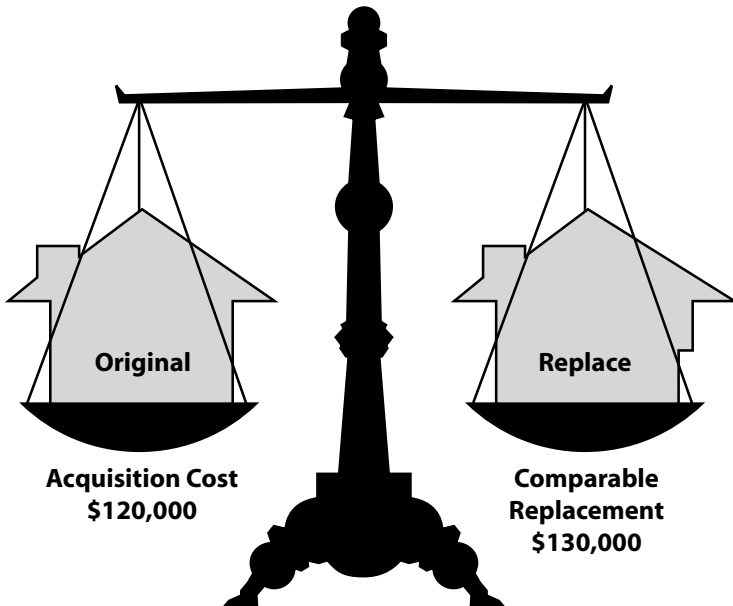
Note: *Your 18-month claim period starts after either the date you move from the acquired property or the date you receive final payment, whichever is later.*

Example

Maximum Price Differential Payment Computation

WSDOT computes the maximum payment based upon a DSS comparable replacement property that is currently available for you to purchase. The computation is shown as follows:

Price of Comparable Home	\$130,000
Acquisition Price of Your Property	<u>-120,000</u>
Maximum Price Differential	\$ 10,000



**Price Differential Payment may be any
amount up to \$10,000**

Example

Actual Price Differential Payment Computation

How much of the price differential payment you receive depends on how much you actually spend to purchase a replacement home and the amount of the maximum price differential. Assuming the maximum payment is \$10,000 (as shown on page 16) your actual entitlement is computed as shown in these examples:

Example A

Purchase Price of Replacement Home	\$130,000
Acquisition Price of Your Property	<u>-120,000</u>
Actual Price Differential Payment	\$ 10,000

Example B

Purchase Price of Replacement Home	\$133,500
Acquisition Price of Your Property	<u>-120,000</u>
Actual Price Differential Payment	\$ 10,000

You Must Pay the Additional	\$ 3,500
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Example C

Purchase Price of Replacement Home	\$127,000
Acquisition Price of Your Property	<u>-120,000</u>
Actual Price Differential Payment	\$ 7,000

Replacement Housing Payments for 90-Day Occupants

Rent Supplement

If you are a displaced occupant of 90 days or more, you may be eligible for a rent supplement. To be eligible for a rental assistance payment, tenants and owners must be in actual and lawful occupancy for at least 90 days prior to WSDOT's offer to purchase the property.

This payment was designed to enable you to rent a comparable decent, safe, and sanitary replacement dwelling for a three and one-half year period. If you choose to rent a replacement dwelling and the rental cost is higher than you have been paying, you may be eligible for rental assistance.

The amount of your total gross monthly income may also influence the amount of your rent supplement payment. Your relocation agent will advise you further regarding this matter.

WSDOT will determine the maximum payment you may be eligible to receive in accordance with established procedures. The rental assistance payment will be paid in accordance with WSDOT policy.

You must rent and occupy a DSS replacement dwelling within one year to be eligible and you must also claim any payments within 18 months.

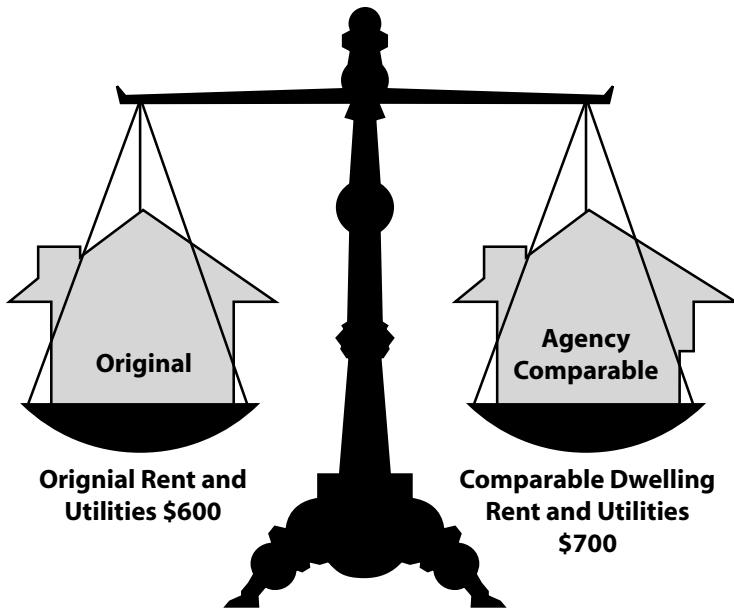
90-Day Occupants

Tenants: Not less than 90 days occupancy.

Owners: Between 90 and 179 days of occupancy.

Note: The term "utilities" means expenses for electricity, gas, other heating and cooking fuels, water, and sewage.

Example



Maximum Rent Supplement Computation

Monthly rent difference is \$ 100

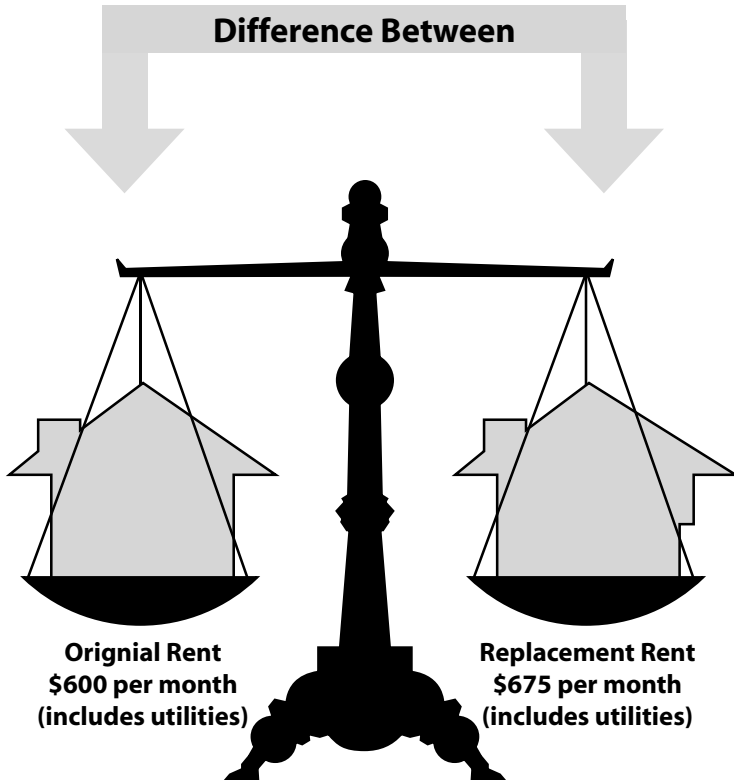
Maximum rent supplement equals

42 times monthly rent difference \$4,200

**Rent Supplement Payment may be any amount
up to \$4,200**

Example

Actual Rent Supplement Computation



**Actual Rental Assistance Payment over three and
one-half years is \$3,150
(\$75 difference times 42 months)**

Down Payment Assistance

As a 90-day occupant, you may use the full amount of your rent supplement or \$5,250, whichever is greater, as a down payment allowance and to pay some incidental expenses to purchase a replacement dwelling.

Incidental expenses include the reasonable costs of housing inspection, a title search, recording fees, and certain other closing costs, but do not include prepaid expenses such as real estate taxes and property insurance. You may also be eligible for the reimbursement of loan origination or assumption fees, if such fees are normal to real estate transactions in your area and they do not represent prepaid interest. The combined amount of the down payment and incidental expenses **cannot exceed** the amount of the computed rental assistance payment.

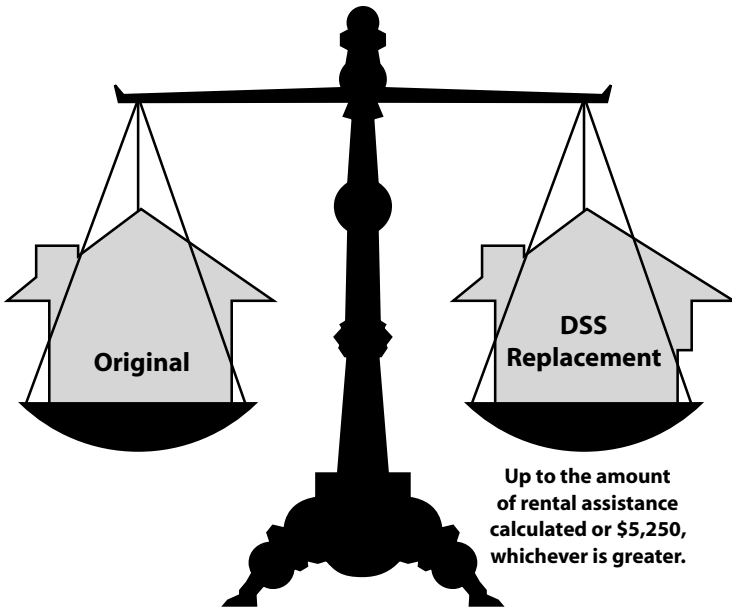
Again, you must purchase and occupy a DSS replacement dwelling within one year and claim the payment within 18 months.

***Note:** Owner occupants are further limited to an amount not to exceed the price differential they would be entitled to if they were classified as owners 180 days or more.*

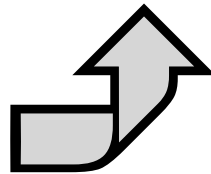
Example

Down Payment Assistance

Will be paid on replacement



... purchase and occupied within one year.



Housing of Last Resort

Assistance

Normally, an adequate supply of housing will be available for sale and for rent and the entitlements provided will be sufficient to enable you to relocate to comparable housing. However, there may be projects in certain locations where the supply of available housing is insufficient to provide housing for those persons being displaced.

If comparable housing is not available, or the replacement housing payment exceeds \$5,250 for a 90-day occupant or \$22,500 for a 180-day owner occupant, housing will be provided under an administrative process called Housing of Last Resort.

For those displaced persons who fail to meet the length of occupancy requirements, additional assistance will be available through Housing of Last Resort.

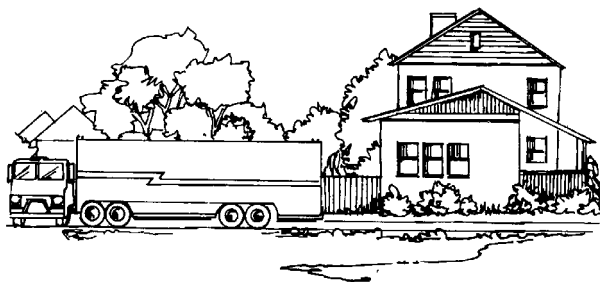
Necessary housing may be provided in a number of ways, such as:

- Purchasing an existing comparable residential property and renting it to a displaced tenant.
- Relocating and rehabilitating (if necessary) a displacement dwelling in order to make it available to a displaced owner.
- Purchasing, rehabilitating, and/or constructing additions to an existing dwelling to make it comparable to the displacement property.

- Purchasing land and constructing a new replacement dwelling comparable to the displacement property when comparables are not otherwise available.
- Purchasing an existing dwelling, removing barriers, and/or rehabilitating the structure to accommodate a displaced person when suitable comparable replacement dwellings are not available.
- Paying in excess of the maximum \$5,250 or \$22,500 payment limits to persons to provide the necessary housing or financing.

There is broad flexibility in implementing the Housing of Last Resort program.

You have freedom of choice in the selection of replacement housing. WSDOT will not require any displaced person, without the person's written consent, to accept a replacement dwelling provided by WSDOT. If you decide not to accept the replacement housing offered by WSDOT, you may independently secure a replacement dwelling, providing it meets DSS housing standards. If you are eligible for replacement housing under the Housing of Last Resort program, you will be so informed by the relocation agent who will explain the program.



Finally ...

Your Right of Appeal

You may file your appeal with the Relocation Program Manager, if you believe that the agency has failed to properly determine your eligibility for or the amount of your payment authorized by the Uniform Act.

To appeal a determination by the agency, your appeal must be in writing. The letter must clearly state what you are claiming. If you indicate your dissatisfaction in writing to the agency's Relocation Program manager, the agency will assist you in filing an appeal and will explain the procedures to be followed. The agency will review your appeal. If your appeal is rejected, you may then present an appeal in a formal hearing. You have the right, but are not required, to be represented by legal counsel or other representative in connection with the appeal.

The letter and any supporting documents are mailed to:

Assistant Director
Relocation Assistance Program
Headquarters
Real Estate Services Office
PO Box 47338
Olympia, WA 98504-7338

WSDOT will provide you a written determination resulting from the appeal with an explanation of the basis for the decision. If you are still dissatisfied with the relief granted, you may then seek judicial review.

Agency Title VI Notice to Public

The agency hereby gives notice that it is the policy of the agency to ensure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, national origin, disability, age, or religion, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the agency receives federal financial assistance.

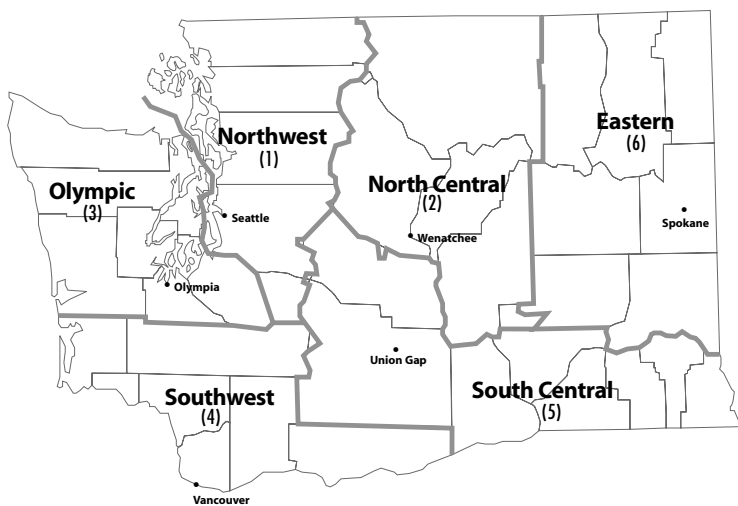
Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has the right to file a formal complaint with the agency. Any such complaint must be in writing and filed with the agency Title VI Specialist within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling (360) 705-7083.

Relocation Payments Not Taxable

For purposes of the Internal Revenue Code of 1986, relocation payments are not considered to be taxable income.

WSDOT Regional Offices

1. **Northwest Region**
(Seattle/Everett/Bellingham)
15700 Dayton Ave N
PO Box 330310
Seattle, WA 98133-9710
(206) 440-4163
 2. **North Central Region**
(Wenatchee/Moses Lake/Okanogan)
1551 N Wenatchee Ave
Wenatchee, WA 98801-1156
(509) 667-2936
 3. **Olympic Region**
(Tacoma/Olympia/Port Angeles/Aberdeen)
5720 Capitol Blvd
PO Box 47440
Olympia, WA 98504-7440
(360) 357-2697
 4. **Southwest Region**
(Vancouver/Raymond/Chehalis/Goldendale)
4200 Main St
Vancouver, WA 98668-1709
(360) 905-2143
 5. **South Central Region**
(Yakima/Ellensburg/Tri-Cities/Clarkston)
2809 Rudkin Rd
Union Gap, WA 98909-2560
(509) 577-1650
 6. **Eastern Region**
(Spokane/Colville/Ritzville/Pullman/Republic)
2714 N Mayfair
Spokane, WA 99207-2090
(509) 324-6286
- HQ. **Headquarters**
Transportation Building
310 Maple Park Avenue SE
PO Box 47338
Olympia, WA 98504-7338
(360) 705-7329



**Washington State Department of Transportation
Region Boundaries**